Burbank Council PTA **Remit #**\_\_\_\_\_\_

**MEMBERSHIP REMITTANCE FORM**

**2017-2018**

School Namet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIT MEMBERSHIP CHAIRMAN**

|  |
| --- |
| **Unit Membership Chairmen**: \* Retain one copy for your records\* Forward original to unit treasurer\* Form must be submitted monthly. \* **Even if no new members join** |

\_\_\_\_\_\_\_\_\_\_\_Memberships this remittance

\_\_\_\_\_\_\_\_\_\_\_Memberships previously submitted

\_\_\_\_\_\_\_\_\_\_\_**Total memberships to date**

 Unit chairman initials: \_\_\_\_\_\_\_\_\_\_

**UNIT TREASURER**

\_\_\_\_\_\_\_\_\_ Memberships this remittance

|  |
| --- |
| **Unit Treasurer**: \* Attach to payment authorization form \* Include check and forward to Council PTA Financial Secretary |

\_\_\_\_\_\_\_\_\_\_\_Check dated \_\_\_\_\_\_\_\_\_ Check number

**$\_\_\_\_\_\_\_\_\_Total remitted for membership @ $5.50 each**

 Unit Treasurer initials:\_\_\_\_\_\_\_\_\_\_

**COUNCIL FINANCIAL SECRETARY**

Date unit remittance received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Council Financial Secretary**: \* Forward to Council Membership  Chairman  |

 Council Financial Sec. initials \_\_\_\_\_\_\_\_\_

**COUNCIL MEMBERSHIP CHAIRMAN**

\_\_\_\_\_\_\_\_\_ Memberships recorded this remittance

|  |
| --- |
| **Council Membership Chairman**: \* Initial, keep original and return a copy to Unit Membership Chairman |

\_\_\_\_\_\_\_\_\_\_\_ **Unit total to Date**

**\_\_\_\_\_\_\_\_\_\_\_ Community members\* ($ will be forwarded to units in December and May)**

Council Membership initials:\_\_\_\_\_\_\_\_\_\_\_

 \*Community members not included in current Unit totals